

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING

Meeting Agenda

August 1, 2020

7:00 P.M

Note: Due to emergency orders by the Governor of Colorado prohibiting any public meetings in response to the 2020 COVID-19 Pandemic, this meeting is being held telephonically. The meeting is open to the public using the dial-in and access code below. Under these emergency conditions, only urgent issues will be covered. All decisions, motions and resolutions made at this meeting will be ratified at the next full in-person meeting.

Date and Time: Monday, August 1, 2020
7:00 P.M. Mountain Daylight Time

Dial-In: 978-990-5000

Access Code: 242764

Any shared materials are available upon request by emailing: kevin@wvfpd.org or leaving a message at 719-522-9666. Please include a return email address or physical mailing address.

OFFICERS AND ADVISORS

- Kevin Bush, Chairman
- Steve Black, Vice Chairman (May 2020)
- Eric Barnes, Director and Treasurer (Next Election | May 2022)
- Doug May, Director and Business Affairs (May 2022)
- Justin Morrill, Director and Secretary (Next Election | May 2020)
- Barry Pleshek, Chief
- Kathie Walker, Fire Mitigation Officer

ORDER OF BUSINESS

- I. Opening Ceremony Time:
- II. Verification of Quorum:

III. Reaffirm Declaration of Emergency Procedures and Authorized Telephonic Meetings

***Resolution No 3-2020 Declaring Emergency Procedures
and Authorizing Teleconferencing for Regular and Special
Meetings until Further Notice***

IV. Minutes of Previous Board Meeting

V. Treasurer's Report

VI. Operations (Chief's) Report

VII. Old Business

- *Excluded Tax Properties*
 - *December letter sent to remaining properties?*
 - *Revised exclusion filing for Dusty Hills sent? Accepted?*
- *Neighborhood Address Signs – Eagle Scout Project?*
 - a. *Merge with Phone Directory effort?*
 - b. *Merge with Email List rebuild effort?*
- *Website Management*
 - *Add Justin as administrator*
- *May 2020 Elections*
 - *Denial of submission resolved? Everyone legal?*
- *Adding Rebecca Hardekopf to FirstBank electronic banking*
 - *No signature authority - View only for balances and check verification*
 - *Remove Laurie VonPelt from accounts*
- *CSFD Chipping Program changes?*
 - *Still on track as of April 6, 2020*
- *Red Phone Book / Email List Server Progress*
 - *Fire Mitigation Officer Kathie Walker has collected and verified information for a large portion of the neighborhoods. Working on collecting remaining info.*
 - *Kevin Bush has evaluated several different commercial email server products. Currently looking at MailChimp and ConvertKit. Both are free for up to 1000 subscribers.*

VIII. New Business

- A. *Ratification of all Motions and Resolutions enacted via teleconferencing during April 6, 2020 BOD meeting. – **DELAYED FOR NEXT PHYSICAL MEETING.***
 - *Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders*
 - *Acceptance of December 2, 2019 Minutes. No Minutes for February 3, 2020 due to inclement weather cancellation.*

- Motion to approve payment of all presented accounts payable items.
- Resolution 4-2020 ratifying cancellation of the May 5 elections by the Designated Election Official and declaring the candidates elected by acclamation for the terms presented.
- Motion to granting Rebecca Hardekopf non-signatory, view-only access to electronic banking accounts for reporting and check management purposes.
- Motion to adjourn.

B. Ratification of all Motions and Resolutions enacted via teleconferencing during June 1, 2020 BOD meeting. – **DELAYED FOR NEXT PHYSICAL MEETING.**

- Reaffirmation of Resolution 3-2020 Declaration of Emergency Procedures passed due to extraordinary circumstances of statewide stay-at-home orders
- Acceptance of April 6, 2020 Minutes.
- Motion to approve payment of all presented accounts payable items.
- Motion to appoint Eric Barnes as the WVFPD 2021 Designated Budget Officer.
- Motion to adjourn.

C. Election of BOD Officers – **DELAY FOR NEXT PHYSICAL MEETING?**

- _____
- _____

D. 2Q20 CSFD Performance

- See attached summary

E. _____

- _____
- _____

IX. Upcoming Deadlines

	<i>Deadline</i>	<i>Action</i>	<i>Government Office</i>
✓	Jan 1	Current Map of District Boundaries	Div of Local Govt, County Assessor 32-1-306
???	???	WVFPD Holiday Dinner	
KB			
✓	Jan 15 DEADLINE	Send notice including the name of district, biz address, phone, contact and name of chair	DLG, County Commissioners, County Assessor, County Treasurer, C&R
✓	Jan 15 DEADLINE	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87; BOD Names, Date of next Election (May ??, 2020), Mill levy and total property tax revenues, Board meeting info; District Contact Info	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
✓	Jan 30	Post Notice of Regular BOD Meetings -- KEVINW VERIFY CLERCK	WVFPD Public Locations, Website County Clerk and Recorder 26-6-402(2)(c)
✓	Jan 31	Certified Copy of Adopted Budget and copies of Resolutions to Adopt, Set Levies & Appropriate Funds	Div of Local Govt 29-1-113(1)
✓	Feb 1	File notice with DLG of any intergovernmental contracts, nature of contract and expiration dates	Div of Local Govt. 29-1-205

✓	Jan 16 – Feb 20	Publish call for BOD Director Nominations one time (<90 days >75 days before election)	Secretary, Public Posting, Newspapers and County C&R
N/A	Feb 26	Request extension for Mail Ballot Plan	SOS Election Rule 12.3.5
N/A	Feb 26	File mail ballot plan for May election by Feb 26 or Mar 5 if filed extension	SOS Election Rule 12.3.5
✓	Feb 28	El Paso County Special Districts Annual Report and Disclosure Form	El Paso County Board of Comm specialdistrictnotices@elpasoco.com El Paso County Assessor El Paso County Treasurer
✓	Feb 28	Self-Nomination Forms Due	Secretary and Designated Election Official 32-1-804.3(3)
✓	Mar 2	Write-In Candidate Affidavit of Intent Due (64 th day before)	Designated Election Official CRS 1-4-1101(1) (2)
✓	Mar 3	Cancel Election if no more Candidates than open BOD positions. Resolution recognizing cancellation and declaring candidates elected by acclamation (63 th day before)	DEO, Public Posting Places, Newspapers, County C&R, SOS, and DLG. Notify Winners and provide certificates, CRS 1-5-208(1.5)
N/A	Mar 1	File information report on District's nonrated public securities as of 12/31	Department of Local Affairs
N/A	Mar 24	Order Registration Records	From County Assessor
N/A	Mar 24	See remaining election requirements	1-13.5-1104(1)
N/A	Mar 6	Certification of Ballot, Select County or Mail Ballot	County Clerk & Recorder
✓	Mar 6	Send list of nominated candidates and self-nomination or write-in forms	County Clerk & Recorder Secretary of State
N/A	Mar 11	Mail ballot plan on file at the principal office of the special district.	
N/A	Mar 20	Mail absentee ballots to eligible electors who have applied for and are designated as a "covered voter".	1-13.5-168 1-8.3-103(1)(d) 1-8.3-110(1)
N/A	Mar 21	Earliest day for election judge training	
N/A	Mar 26	Last day to order voter registration and property owners list (40 days early)	
✓	Mar 31	File Application for Audit Exemption if less than \$500k	State Auditor 29-1-604(3)
N/A	Apr 15	Publish Notice of Election at least 10 days before election.	Newspaper, Public Posting, C&R 1-5-205
N/A	Apr 20	Appointment of Election Judges	
N/A	May 1 – Same for Excluded Props?	File Court Order of Inclusion with CR for new property to be included in tax levy	39-1-110(1.5) / 32-1-105
N/A	May 5	Regular Election 1 st Tue after 1 st Mon in May	BOD directors and TABOR issues in even years only 32-1-103(17)(21), 32-1-805(2)
✓	May 15	WVFPD Exempt Organization Filing	
✓	June 2	Certificate of Election Results	Div of Local Govt 1-11-103(3)
!!!	June 3 (BOD Mtg)	Election of Board Officers	
✓	June 7 DEADLINE	Swear in Elected Directors (Send full BOD list and proof of bond too) – Must be AFTER election and no more than 30 days later.	Division of Local Govt, 4 th Judicial Court 32-1-901/902
N/A	June 22	Notify C&R in writing if intend to participate in November election	CRS 1-7-116(5)
N/A	June 30 (Rcvd Exemption)	Auditor to submit audit report	Board of Directors 29-1-606(1)
N/A	July 1 – Same for Excluded Props?	Deadline to file court order of inclusion with C&R to enable district to levy tax on newly included property	Clerk and Recorder
N/A	July 30 (Rcvd Exemption)	Audit Report (Must be submitted within 30 days after received from auditor)	State Auditor (if not filed, county treasurer will withhold tax revenue!) 29-1-606(3)

✓	Aug 5 (BOD Mtg) -- June 3 BOD	Appoint Budget Officer to prepare final budget (before Oct 15, can be non-BOD)	29-1-104
	Aug 25	Assessor preliminary total assessed valuation of all taxable property	Board of Directors 39-5-128
???	Sep ???	Thunderbird Picnic	Buhler House
???	Oct 7 (BOD Mtg)	First Pass Budget to Board – Oct Mtg	Board of Directors
	Oct 15	Deadline for Budget Officer to present Proposed 2020 Budget	Board of Directors 29-1-105
	Oct 15	Publish “Notice of Budget”, Make budget available for inspection in public place, Set and Publish public hearing date and time	County Clerk, Public Loc, Newspaper 29-1-106, 29-1-106(3)(b)
	Oct 12: TB, PC Oct 26: WV	CSFD Slash Program Start	Per Aaron Davidson on 1/6/20
	Nov ??	Special Election may be held 1 st Tue of odd years and 1 st Mon of even years	32-1-103(21), 32-1-805(2)
	Nov 16 – Jan 15	Publish yearly Special District Transparency Disclosure Statement per Senate Bill 09-87	County Clerk, Public Loc, Mailer (opt), SDA Website, Website 32-1-809
	Nov 28 (3-Day)	Notice of Public Budget Hearing	County Clerk, Public Loc, Newspaper 29-1-108(1)
	Dec 2 (BOD Mtg)	2019 Amended Budget (if needed) Public Hearing 6:30P (before Dec 15)	Public
	Dec 2(BOD Mtg)	2020 Proposed Budget Public Hearing 6:45P (before Dec 15)	Public
	Dec 2 (BOD Mtg)	Acknowledge Election Results, Change Mill Levy if Applicable and Revise Tentative Budget	Div of Local Govt
	Dec 2 (BOD Mtg)	Certificate of Election Results	Division of Local Govt
	Dec 2 (BOD Mtg)	Certification of Mill Levy and Adoption of Budget (before Dec 15)	Board of County Commissioners 29-1-108(2); Division of Local Govt 32-5-128(1)
	Dec 2 (BOD Mtg)	Resolution Appropriating Sums of Money - Before (by Dec 31 – Lose 10% of funds if not completed by Dec 31!)	WVFPD Board 29-1-108(4)
	Dec 2 (BOD Mtg)	Appoint Chief	WVFPD Board
	Dec 2 (BOD Mtg)	Establish 2020 BOD Meeting Dates and Pass Resolution Designating Notice Posting Place and Regular Meeting Dates and Times	WVFPD Board Posting Places 26-6-402(2)(c)
	Dec 10	Receive Revised Assessment	From County Clerk 39-1-111
	Dec 30	Check to CSFD for IGA	CSFD

- X. Confirm Next Meeting Date
- Oct 5
 - Dec 7 (after 2021 Public Budget Hearing)
- XI. Adjournment

For Reaffirmation:

RESOLUTION

No 3 - 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT DECLARING EMERGENCY PROCEDURES AND AUTHORIZING TELECONFERENCING FOR REGULAR AND SPECIAL MEETINGS

WHEREAS, Woodmen Valley Fire Protection District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado (the “**State**”) organized to serve a public use and promote the health, safety, prosperity, security and general welfare of the residents of the District and the State of Colorado; and

WHEREAS, pursuant to § 32-1-903, C.R.S., all official business of the Board of Directors of the District (the “**Board**”) shall be conducted only during regular and special meetings at which a quorum is present, and all said meetings shall be open to the public; and

WHEREAS, § 32-1-1001(1)(h) C.R.S., provides the Board with the management, control and supervision of all the business and affairs of the District; and

WHEREAS, the Governor of the State declared a state of emergency on March 10, 2020 (the “**Emergency**”) due to the threat that COVID-19 coronavirus (“**COVID-19**”) poses to the health, safety and welfare of the citizens of the State; and

WHEREAS, the Colorado Department of Public Health and Environment recommends certain precautions in order to attempt to slow the spread of COVID-19, including minimizing close contact with large numbers of people; and

WHEREAS, in order to attempt to protect the health and safety of the residents of the District from COVID-19, while at the same time continuing with the required business of the District, the Board wishes to have the ability to hold regular and special meetings *via* teleconferencing until such time that the Emergency is lifted by the State or sooner as otherwise determined by the Board; and

WHEREAS, the Board wishes to establish certain procedures and requirements for when the District determines to hold regular and special meetings *via* teleconferencing during the Emergency.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:

1. Teleconferencing for Regular and Special Meetings. The Board hereby authorizes the holding of regular and special meetings for the District by teleconferencing methods until such time that the Emergency is lifted, or sooner as otherwise determined by the Board.

2. Quorum of the Board for Teleconferenced Regular and Special Meetings. A quorum of the Board for attendance and voting purposes at regular and special meetings shall be established by the attendance of a majority of the members of the Board on the teleconferencing platform. Each Board member must be able to clearly hear and participate in any teleconferenced meetings.

3. Posting of Regular and Special Meeting Notices. The District shall continue to post notice of all regular and special meetings pursuant to the District's previously adopted policies and State law.

4. Public Attendance at Teleconferenced Regular and Special Meetings. The District shall arrange for a dial-in-number for members of the public and the Board to utilize in order to attend the teleconferenced regular and special meetings of the District. Members of the public may be excluded from executive sessions that are held by the Board in accordance with State law. The dial-in number shall be included on the agenda for the meeting.

5. Ratification of Actions. Any actions, including, but not limited to the adoption of this Resolution, taken at a regular or special meeting held by teleconference platform shall be ratified at the first regular or special in-person Board meeting that takes place after adoption of this Resolution.

6. Term. This Resolution shall remain in full force and effect until such time as the Board determines that the Emergency conditions necessitating its adoption no longer exist, including when State or local public officials no longer impose or recommend measures to promote social distancing and limitations on public events.

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ADOPTED THIS 6th DAY OF APRIL, 2020.

Woodmen Valley Fire Protection District,
a quasi-municipal corporation and political
subdivision of the State of Colorado

Officer of the District

ATTEST:

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

*Signature Page to Resolution Declaring Emergency Procedures Authorizing Teleconferencing for
Regular and Special Meetings dated March 20, 2020*

Woodmen Valley Fire Protection District

1150 W. Woodmen Road, Colorado Springs, CO 80919

719-522-9666

BOARD MEETING Minutes

June 1, 2020

Attendance:

Kevin Bush, Chairman
Eric Barnes, Director and Treasurer
Doug May, Director and Business Affairs
Justin Morrill, Director and Secretary
Barry Pleshek, Chief
Kevin Walker, Walker Schooler District Managers (WSDM)
Kathie Walker, Fire Mitigation Officer

Steve Black, Vice Chairman excused absence

- I. Opening Ceremony at 19:00.
- II. Verification of Quorum. The meeting was conducted telephonically.
- III. Chairman Bush affirmed the Declaration of Emergency Procedures and Authorized Telephonic Meetings.
- IV. Minutes of Board Meeting of April 6, 2020: Director Barnes made a motion to approve the minutes of the April 6, 2020 Board meeting. The motion was seconded by Director Mays. The motion passed unanimously.
- V. Treasurer's Report: Chairman Bush had Mr. Walker present the financial report. Mr. Walker reported that he did not have access to the current account balance since access authority has not yet been given to Rebecca Hardekopf. The local branch of First Bank has been closed due to the Covid-19 pandemic. When it opens, Chairman Bush will set Ms. Hardekopf up for access without signature authority as previously approved. Mr. Walker presented the financial report without this up-to-date information. He reported that the property tax collections are at \$50,525.50 instead of \$78,676.90 collected in 2019. This is because the property tax extension granted by the El Paso County Treasurer. Mr. Walker's opinion is that the taxes will be collected and paid to the District after the August 31st deadline, and his conclusion is that the District's financials are in good shape. This report and the payables to Segway Communications for District voicemail, to White Bear Ankele Tanaka for legal services, and to Walker Schooler District Managers were noted. Director May made a motion to approve the financial report, and the accounts payable items presented. The motion was seconded by Chairman Bush. The motion passed unanimously.
- VI. Operations report: Chief Pleshek had no updates from CSFD.
- VII. Old Business – (Urgent-Emergency Items Only)
 - A. Excluded Tax Properties: Mr. Walker reported that the Dusty Hills petition to be excluded from the WVFPD coverage was submitted but that it has not yet been signed by the owner.

- B. Neighborhood Address Signs: Emergency delay.
- C. Website Management – Emergency Delay. As noted earlier, the web hosting company has lost the WVFPD email distribution list. Director Bush is attempting another approach to rebuild the information. Mrs. Walker is making progress on the Woodmen Valley phone book, and that database will help to recreate and update the email distribution list.
- D. May 2020 Elections: All Directors have been sworn in. Mr. Walker, the Designated Election Official (DEO), will send the proof of D&O insurance and proof of Oath of Offices.to the state of Colorado.

VIII. New Business: Urgent/Emergency Items Only

- A. The Board discussed the need to ratify all Motions and Resolutions from this teleconference meeting at the next in-person meeting. The Secretary, Director Morrill, will maintain a list of all Motions and Resolutions to be ratified at the Board’s next physical meeting.
- B. Appoint 2021 Budget Officer: Chairman Bush made a motion to appoint the Treasurer, Director Barnes, as the 2021 Budget Officer. The motion was seconded by Director Morrill and the motion passed unanimously.

IX. Adjournment: Director Morrill moved that the meeting be adjourned, Director Barnes seconded, and the motion passed unanimously. Chairman Bush declared the meeting adjourned at 19:40.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL June 1, 2020 MINUTES OF THE WOODMEN VALLEY FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Kevin Bush, Chairman

Justin Morrill, Director and Secretary

Eric Barnes, Director and Treasurer

Steve Black, Vice Chairman

Doug May, Director and Business Affairs

2Q20 CSFD PERFORMANCE

WVFPD Incidents													
2020 2nd Quarter													
											3 Incidents for the Quarter		
Incident ID Number	Situation	Date	Hundred Block/Intersection	Alarm Time	1st Arrival Time	1st Arriving Company	Initial Response Time	Arrival Time Exceeded Reason*	Last Back In Service	Incident Length	Resolution	Category	All Responding Units (Including Initial Arriving Unit)
2018647	Medical	4/13/20	138 El Dorado Ln	6:44:22 AM	6:58:09 AM	E12	0:13:47	RESPONDED CODE 2 :	7:27:35 AM	0:43:13	Medical	Medical	E12
2019953	Service Call-Smoke, Odor Condition	4/21/20	560 Northfield Rd	6:26:52 PM	6:41:37 PM	E12	0:14:45	OUT OF DISTRICT :	7:00:26 PM	0:33:34	INVESTIGATION ONLY (NO EMERGENCY FOUND)	Service Call	BC3 ,H14 ,E12
2029357	Service Call-Public Assist (No Medical)	6/18/20	480 W Woodmen Rd	3:37:45 PM	3:49:01 PM	E12	0:11:16	RESPONDED CODE 2 :	5:31:23 PM	1:53:38	S/C-ASSISTED OTHER AGENCY (NON-FIRE)	Service Call	E12 ,T9
							Average	0:13:16	Average	1:03:28			
							Year to Date Avg	0:10:52	Year to Date Avg	0:34:44			

YTD Total Incidents: 13
 YTD Avg Response Time: 0:10:52

 YTD Emergency Incidents: 8
 YTD Avg Response Time: 0:09:28

Notes:
Response Time is calculated from the moment the 911 call is answered until the first apparatus arrives at the incident location. Not all response times are based upon an emergent response. Calls initially classified as a non-emergent call type are not responded to using lights and sirens.
Incident Duration is calculated from the moment the 911 call is answered until the last apparatus departs the incident location or hospital. All responding units may not have arrived on scene (may have been cancelled in route)
***Arrival time Exceeded Reason:** If the arrival time exceeds 10min a reason can be included